

A Discussion of the Guiding Principles and Procedures governing GP &P documentation

What is a GP& P?

- GP & P stands for Guiding Principles and Procedures. This should represent the most current thinking, ideas, or methods regarding a particular topic.
- It should be ...
 - the writing down of those unwritten rules and expectations;
 - putting the experiences gained in the school of hard knocks into a format that others can learn from;
 - pulling information gained through familiarity of performing a task from the head of an experienced employee.
 - a record to remind how certain task are performed
 - a method to record the discussions regarding a particular item that has been dealt with.

Why is a GP & P important?

- To gain a consistency throughout the Public Works and Utilities Department leading to better quality, safer, cost-effective projects.
- It lets the new inexperience employee learn how to best accomplish the goals of the department.
- It helps prompt the long-term employee with the current accepted direction the department is using.

Who can prepare a GP & P?

- Anyone should feel free to take the reins and start process of producing a GP &P.
- All that is takes is a willingness to put together information and start discussions on any topic that you feel would benefit from discussion leading to consensus and record that discourse.

How do I prepare a GP & P?

- Start with any background information / appropriate ordinances, rules, regulations, policies etc. / why this topic is important and what the ramifications are.
- Move to the discourse regarding the *who, what, when, why, where* and *how* related to the topic including an assumptions.

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- Don't forget to include any helpful tricks; traps to avoid; and/or tips regarding the topic.
- The documentation needs to be sure that if someone needs to be flexible and make choices that differ from the preferred way that the ramifications and consequences are clearly stated and they know what they may be getting themselves into.
- Acknowledge the pros and cons; benefits and shortcomings; the good, the bad, and the ugly; if suitable.
- Make sure to have the GP &P reviewed. Don't forget to include other divisions, agencies, customers, consultants, and/or contractors as appropriate.
- After review of the comments and general consensus is reached, be certain that the GP &P is added to an appropriate spot on the web for everyone's knowledge and use.

How do I change a GP & P?

- The GP &P are intended to be living documents to be changed as needed. These changes could be necessitated by changes in technology; the current method doesn't fulfill the wished-for desires; the topic addressed has changed, or someone just thought of a better way.
- If it becomes necessary to change a GP &P, one should revise the current GP &P making sure that ramifications and consequences have been thought of and addressed.
- Make sure to have the GP &P reviewed. Don't forget to include other divisions, agencies, customers, consultants, and/or contractors as appropriate.
- If there are changes made, it should be stated how the changes to the GP &P affect any projects already underway, and whether or not those projects need to follow the new guidelines.
- Make sure the document date is filled out and revised as the GP &P is updated or changed.
- After review of the comments and general consensus is reached on the changes, be certain that the revised GP &P is added back to the same spot on the web for everyone's knowledge and use.